



Key Points - Quitting a Job

1. Do not quit a job until you have been offered a new job.
2. Make sure you give your supervisor at least 2 weeks notice that you are leaving.
3. Tell your supervisor before you tell others at the work place. Your supervisor should hear your news first.
4. Write down and practice what you will say ahead of time.
5. If possible, tell your supervisor in person that you are leaving. You can also email or call them if that is easier for you.
6. Leave on "good terms" with your employer by not saying anything offensive about your job or work place.
7. Thank your supervisor for the opportunity to work there.